



DOC Charge Card Program

APC Digest

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Agency Program Coordinators, Cardholders, Approving Officials, and Managers of Cardholders and Approving Officials shall read and understand the DOC Purchase Card policy ~ Commerce Acquisition Manual 1313.301

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Rewards/Incentives Programs

GSA released [SmartPay Smart Bulletin #024-Rewards Program Policy and Guidance](#) to clarify the appropriateness and proper disposition of incentives received under rewards and incentive programs when using purchase card. Participation in these programs is allowable if agency policy permits.



Rewards/Incentives are not for personal use or private gain. Rewards or incentives earned are the property of the Federal government and may only be used for official business purposes, future government purchases or to benefit the cardholder's organization. Any items received shall be inventoried and reported to property personnel. Questions about ethics rules should be directed to your bureau's Ethics Official.

Price Reasonableness

Are you purchasing goods/services at a fair and reasonable price? The FAR requires a determination of price reasonableness for all purchases, including at or below the micro-purchase threshold. Cardholders must document the determination in the transaction file.

Fair and Reasonable

Cardholders should consider the following when researching a fair and reasonable price:

- ♦ Obtain at least two quotes from two different vendors (CAM 3.1)
- ♦ Compare current pricing with pricing from previously purchased goods/services
- ♦ Review published pricing lists via website or catalog (i.e., [GSA Advantage](#))

Purchase Card Program Trivia

1. Annual refresher training shall be completed no later than _____ of each fiscal year.
 - a) July 30th
 - b) August 31st
 - c) September 30th
 - d) Refresher training is only needed every 5 years
2. What is the minimum transaction amount?
 - a) \$20
 - b) \$1,000
 - c) \$3,500
 - d) No minimum amount
3. All of the following are documentation requirements that must be included in transaction files except:
 - a) Fair and reasonable pricing
 - b) Required pre-approvals
 - c) A copy of online transactions, itemized receipts, and/or fax verification of the order
 - d) An itemized list of products/services that the vendor sells for future purchases
4. What is the time limit on reporting and reconciling a disputed transaction?
 - a) 30 days
 - b) 60 days
 - c) 90 days
 - d) 120 days
5. Which of the following is not required on a purchase card log when writing a convenience check?
 - a) Merchant date of birth
 - b) Merchant name
 - c) Check number
 - d) Reason why convenience check was used
6. A Delegation of Procurement Authority letter is required by:
 - a) No one
 - b) Only Cardholders who purchase office supplies
 - c) Only Cardholders with Contracting Officer Warrants
 - d) All purchase card program participants (Cardholders, Approving Officials, & APCs)
7. All of the following are examples of potential indicators of fraud, waste, abuse and misuse except:
 - a) Lack of oversight and surveillance
 - b) Split purchases to avoid spending limits
 - c) Approval of cardholder purchases by someone other than the approving official
 - d) Third-party (e.g. PayPal) transactions
8. What is the micro-purchase threshold?
 - a) \$500
 - b) \$1,500
 - c) \$3,500
 - d) \$5,000



Annual Refresher Training



Mandatory annual refresher training for Cardholders, Approving Officials and Agency Program Coordinators is required by July 30, 2016. Refresher training in the Commerce Learning Center can be found by searching for “**Purchase Card Refresher Training**.” The course is indicated with a stack of books icon.

- ◆ Once the course is selected, a pop-up appears saying the course has been completed and do you want to take it again. Click on the **YES** button.
- ◆ Training details of the curriculum and description will appear; click on the **Request** button.
- ◆ The curriculum will be in your transcripts. To launch the training click on the **Open Curriculum** button.

All seven lessons must be completed consecutively to earn a certificate.

Purchase Card Account Maintenance

Approving Officials and Cardholders are required to maintain their purchase card accounts and notify the Agency Program Coordinator in writing of any changes such as name, address, phone number, employment status or organization.

- ◆ Upon changes in status such as a transfer, retirement, or resignation Cardholders shall stop using the card far enough in advance of separation, if possible, to allow outstanding transactions to be reconciled before separation.
- ◆ Approving Officials should coordinate with their supervisor and Agency Program Coordinator to nominate new Approving Officials and transfer cardholder accounts.

An [account closure checklist](#) (certain parts not applicable to USPTO) is available from the Office of Acquisition Management website and provides instructions on closing out cardholder and approving official accounts.

Micro-Purchase Threshold Increase

Effective October 1, 2015 the micro-purchase threshold for single transactions was increased from \$3,000 to \$3,500. This increase is not automatic for all cardholders.

Cardholders that currently have a single transaction limit at \$3,000 should coordinate with their bureau Agency Program Coordinator (APC) to receive a revised Delegation of Procurement Authority letter with an updated single purchase limit. The cardholder is not authorized to spend above the \$3,000 limit until the Delegation of Procurement Authority letter is issued.



The micro-purchase threshold for purchases covered by the Davis-Bacon Act (construction) remains at \$2,000 and purchases covered by the Service Contract Act (services) remains at \$2,500. Concerns of whether a purchase may be considered construction or services please contact your bureau APC for guidance.

Minimum Transaction Amounts/Merchant Surcharges



MasterCard, the charge card association utilized by DOC, allows merchants in the United States to set a minimum transaction amount not greater than \$10 dollars. The merchant must post a sign stating no purchases under a certain dollar amount are allowed. Cardholders should not spend more to meet a minimum spend amount when making a small purchase.

Merchants may also apply a surcharge for using a MasterCard branded charge card instead of other forms of payment (cash/check). The merchant must provide clear disclosure to the customers of the surcharge practices at the point of sale which shall include the amount of the surcharge and the surcharge must appear on the transaction receipt. Surcharges cannot exceed 4% of the transaction.

Cardholders should consider other sources of supply to the maximum extent practicable in order to avoid unnecessary fees and inconvenience.



Trivia Answers

1. A — CAM Section 2.1.4 — Refresher training must be completed by July 30th
2. D — There is no minimum transaction amount.
3. D — CAM Section 3.13.2 — A list for future purchases is not required
4. C — CAM Section 3.14.3 — Transaction must be disputed within 90 days
5. A — CAM Section 4.4 — Merchant date of birth is not required
6. D — CAM Section 2.3 — All program participants require a delegation
7. D — CAM Section 3.13.3/5.5.1 — Third Party transactions are not considered fraud but are strongly discouraged due to potential for abuse, issues with dispute rights and difficulty identifying transactions for reconciliation.
8. C — Micro-purchase threshold is \$3,500 as defined in the Federal Acquisition Regulation (FAR).

Contributions

APC Digest is a quarterly distribution to keep the DOC Charge Card community connected with program enhancements, policy updates, and best practices. If you have information that you would like to have incorporated in the newsletter, please send an email to PurchaseCardOversight@doc.gov.